

Becoming an Altar Server at St. Mary Cathedral means we can count on you to show up each time you are scheduled to serve for Mass. It is an honor and a responsibility to serve for Mass so please check the schedule and remind your parents when you serve.

Father is relying on you!



2013

**For more information and resources see the parish website:
www.stmarycathedral.net**

**Everything
You Always Wanted
To Know About...**

**Being An
Altar Server!**



**St. Mary Cathedral
Parish
Cape Girardeau,
Missouri**



WHAT TO DO BEFORE MASS BEGINS

1. Put on Alb
2. Light the candles near the Altar and Ambo 5 minutes before Mass begins.
3. Bring the Bread and Wine to the Offertory table at the back of church.
4. If the Precious Blood is to be distributed, bring the cups and purificators to the side credence table.
5. Make sure there is water in the pitcher and a dry towel for the washing of hands.
6. Open the music books to the first song that will be sung.
7. Wash your hands, comb your hair, look in the mirror to check that your appearance is good! Girls, please pull back long hair so it's out of your face!
8. Remain in the lower sacristy until it's time for Mass to begin.
9. Wait for further instructions by the priest and be quiet. Noise travels out to the congregation.

WHAT TO DO AFTER MASS HAS ENDED

1. Extinguish the candles in the proper way—using the snuffer. NEVER blow out the candles or the flame on the lighter. Pull the wick down to extinguish the flame.
2. Empty the pitcher and bowl. Place next to sink in sacristy.
3. Bring back all the sacred vessels from the credence table. Place them neatly on the sacristy counter near the sink. Be careful not to drop or scratch any of these items.
4. Bring back the music books from the chairs. Place them in the bookrack on the sacristy counter.
5. Remove your Alb. Hang it up and close the sliding doors.
6. If the priest is in the sacristy, check to see if there is anything else he needs you to do.
7. You are free to leave! God bless you!

Dress Code

No shorts (except school uniform shorts during weekday School Masses) no cut-offs, no short skirts or dresses, no attention getting jewelry. Hair combed, pulled out of your face and neat. Dress shoes should be worn on Sundays, no tennis shoes.

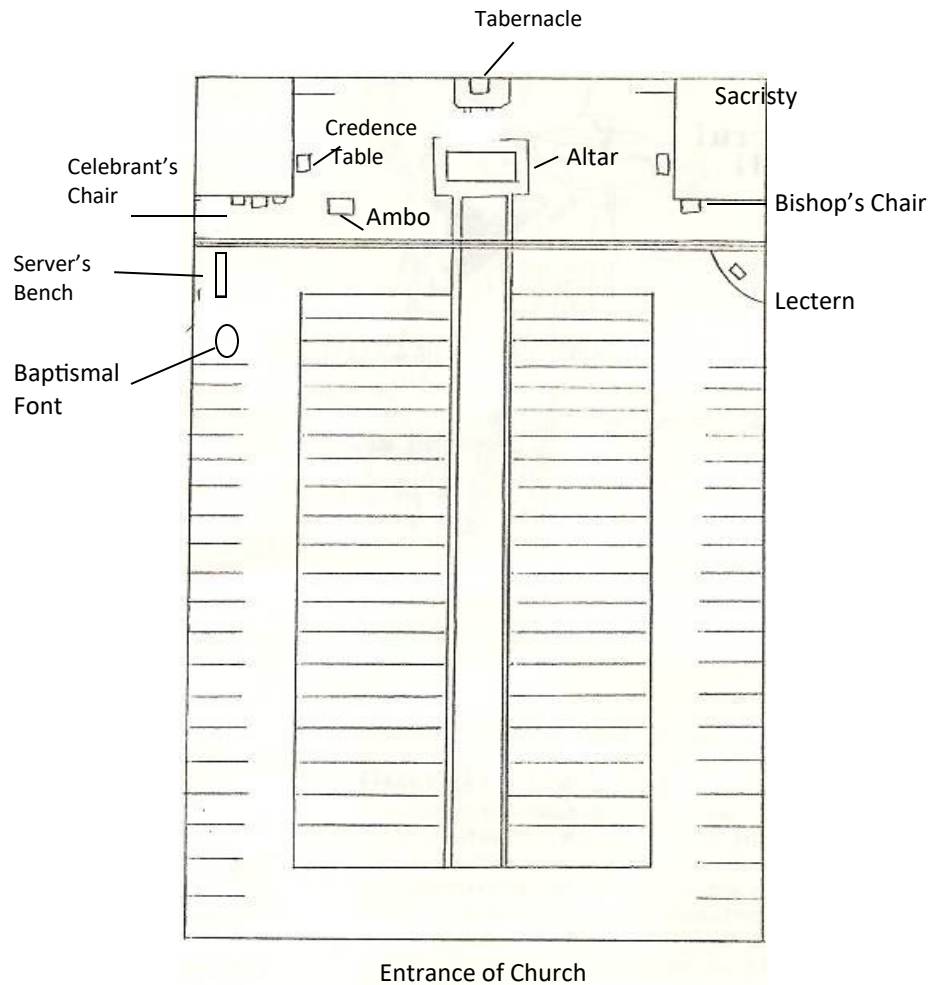
Walk slow, don't clump your shoes. Treat the Lord with reverence!

Server's Prayer

**Eternal Word, only begotten Son of God,
Teach me true generosity.
Teach me to serve you as you deserve.
To give without counting the cost
To fight heedless of wounds,
To labor without seeking rest,
To sacrifice myself without thought
of any reward.
Except for the knowledge that I have
done your will.**

St. Ignatius Loyola

St. Mary Cathedral Layout



Duties of an Altar Server

Always Be Respectful of the Lord!!!!

You are helping Father lead people in prayer so YOU should be a good example to everyone.

Wear "Sunday" clothes! Nice slacks, nice shoes, No flip flops, no shorts. During weekday school Masses the school uniform shorts may be worn.

ALWAYS greet Father with "Good morning, (evening) Father" before you do anything!

Maintain a spirit of quiet and reverence before, during and after Mass.

During Mass, sit, stand and kneel up straight.
No slouching, putting a foot up on the step, or yawning.

When you aren't using your book or doing something in particular, keep your hands folded with both feet on the floor.

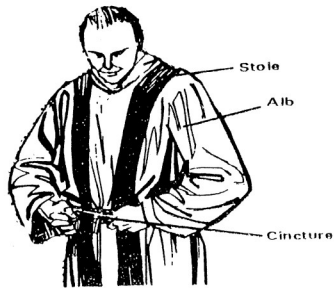
Be alert at all times and ready to help Father in any way.

After Mass, treat all sacred vessels with great respect. Bring them to the sacristy and arrange them neatly on the cabinet. Remember, some vessels still contain particles or drops of the Holy Eucharist so you should treat all sacred vessels with extreme care and reverence.

Hang up your alb neatly.- Close the closet doors.

Never forget that serving is an honor, a duty and a privilege.

Know Your Vocabulary!



PRIEST'S ROBES

ALB: A long white robe that reaches from neck to feet. It represents the baptismal garment.

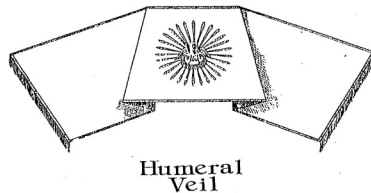
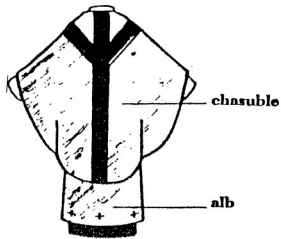
CINCTURE: A cord used to belt the alb.

STOLE: A narrow scarf worn over the shoulders of the priest and reaching to about his knees. The stole is a sign of the priestly office and is worn in the administration of all sacraments as well as at Holy Mass.

CHASUBLE: The external garment that hangs suspended from the priest's shoulders and covers the other vestments.

COPE: The long cape worn by the priest in processions and at Benediction of the Blessed Sacrament.

HUMERAL VEIL: The shoulder cape which the priest drapes over his hands when handling the monstrance at Benediction of the Blessed Sacrament.

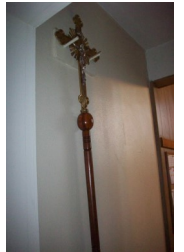


Once you have cleared the Altar, take the book back to the Server's Bench and place it on the table and sit down.

DISMISSAL

Father will say, "Let us pray." The Book person brings the book to Father just like the beginning of Mass.

When the final song begins, Cross person go get the cross. Walk across the aisle, bow your head looking at the cross, walk to the edge of the carpet, make your 90 degree turn, go up the stairs and get the cross. Come back down to the center aisle the same way, go to the 3rd pew and face the Altar with the Cross facing the Altar.



Book person— when Father walks over to the altar, you walk to the center aisle even with the 2nd pew in front of the other server.

When Father is ready to leave he will genuflect. Watch him. Book person will also genuflect, Cross person bow your head. Turn and walk slowly to the entrance of church.

When you reach the last pews, you will go out the doors and around to the sacristy (or go up the St. Joseph side aisle if it's raining)

AFTER MASS

Put the cross on the hooks, use the Snuffer to put out the candles. Take the chalice and cups and everything else on the Credence table back to the counter in the Upper Sacristy. Be careful in the hallway, never cross in front of the Tabernacle.

Put away the Missals, hang up your alb neatly.

Close the Alb Doors!

Good Job!

2. When he lifts up the Host
3. When he lifts up the Chalice

You will stand when the congregation stands for the Our Father. Reach behind you and lift up your alb slightly so you don't trip on it. Don't push off the step to stand. This takes practice but you will get it!



SIGN OF PEACE

During the Sign of Peace, take a step toward the other server and shake hands. Father will come down and shake hands with both of you.

COMMUNION TIME

Keep your eyes on Father. After he has given the Eucharistic Ministers their chalices and cups, get up gracefully and stand by the pews to receive Communion. Once you've received Communion sit down on the Server's Bench.

You may receive the Host and the Precious Blood if you wish, or just the Host. Remember this is Jesus you are receiving, take time to pray and reflect when you sit down, then pick up your book and join in the singing!

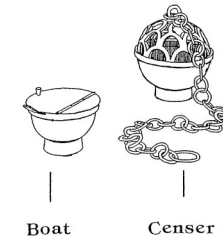
AFTER COMMUNION—CLEAN UP

When Father has finished giving out Communion, Cross person goes up to the Credence Table. Watch out for Father and Eucharistic Ministers who are bringing the Cups up to the Altar. Just stand out of their way until Father is ready for you.



Take the stopper out of the Water Cruet and stand at the edge of the wood. When Father turns toward you with his chalice, step forward and YOU pour water into the chalice for him.

Take the water cruet back to the Credence Table and put the stopper in. Wait at the edge of the wood until Father has finished up cleaning the chalices and cups. He will put everything near the edge of the Altar for you to put back on the table.



Boat

Censer

CENSER: The bowl hanging from a chain in which the hot charcoals are placed and which is swung to make the incense rise.

BOAT: The container in which the incense is kept and presented to the priest at Mass.



Alb

ALB: A long white robe that teaches from neck to feet. It represents the baptismal garment. The alb is worn by priests, servers and deacons.



Monstrance

MONSTRANCE: A large gold container for showing the consecrated host to the faithful during solemn times of prayer before the Eucharist such as Benediction and Forty Hours.





COMMUNION CUPS: Cups used for the distribution of the Precious Blood under the form of wine to the faithful.

PURIFICATOR: A triple-folded band of linen, long and narrow, which is used by the celebrant to cleanse the chalice before and after the Holy Sacrifice of the Mass. In setting up the chalice before the Mass, the purificator is placed over the mouth of the chalice and the paten with the host is placed upon it.

CRUETS: Small bottles containing water and wine for Mass.



DECANTER: A glass bottle used to contain a large amount of wine to be consecrated at Mass in which the faithful will receive the Precious Blood of Christ under the form of wine. The decanter is placed on the offertory table before Mass and is carried up at the offertory.



Offertory gifts. Walk behind him and stand on either side of him. He will hand the Collection Basket to one of you and the wine to the other. Put the Collection basket on the floor next to the Credence table and the wine on the top of the table.

Take the stoppers off the wine and water cruets and hold them so the handles face Father. Stand together at the edge of the wood floor. When Father turns to you, step up to the carpet's edge.

Be ready to give them to him when he is ready. Father will take the wine first and then the water. Wait until both of you have the cruets back then return them to the table and put the stoppers in.

Get the pitcher and bowl and the towel. Again wait at the edge of the wood floor until Father turns to you. Step up together, one of you holding the towel and the other both the bowl and pitcher. Father will extend his hands and you will pour the water over his fingers.

The other person will offer the towel to Father. When he is finished, Father will hand the towel back to you and both of you will place those items on the Credence Table. Turn and go to your spot on the stairs. Remember to stand on the big step and line up with the edge of the carpet.



EUCHARISTIC PRAYER

In the new Revised Translation of the missal, the Eucharistic Prayers have changed so you REALLY MUST PAY ATTENTION AND LISTEN AND WATCH FATHER so you ring the bells at the correct time!!

Stand straight and tall with hands folded and up. When it's time to kneel, go straight down. Don't bend over, don't balance yourself with your hands!

Keep your eyes on Father so you know when to ring the bells.

1. When his hands are extended over the wine and the bread.

DURING MASS

In the new Revised Translation of the missal, some of the things we say have changed especially when Father says, "The Lord be with you"

Our reply is now: "And with your spirit"

Decide with the other server which of you is carrying the cross and which is doing the Book (Sacramentary)

PROCESSION

Book person carries 2 Missals in the Procession.

Cross person carries cross reverently and slowly up the aisle. Stop and bow at the front, make your 90 degree turn and put the cross on the hooks in the hallway.

Book person, stop and genuflect at the bottom step, go over to the Server's Bench.

At all times during Mass both servers are sitting up straight, hands folded and no squirming! If you feel ill you can go to the sacristy and use the bathroom. Be sure you are singing and joining in ALL the prayers at Mass.

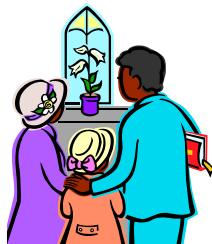
When Father says, "Let us pray," you bring up the book with the front facing him. Hand the book to Father and then be ready to hold it while he reads from it. When Father is finished reading he will close the book and you turn and go back to the bench.

OFFERTORY

After the Homily, Father will stand up, you stand up then also. When father goes to the Altar, the Book Person needs to bring the Sacramentary book to Father.

The cross person goes to the Credence table and takes the Main Chalice to the Altar first! Both of you then get the chalices, purificators, paten/extra hosts and put on the Altar for Father.

When you have done this wait for Father to go to the front of the altar to receive the



Corporal
Pall
Paten
Purificator
Chalice

CHALICE: The cup the priest uses to consecrate the wine to Jesus' blood.

CORPORAL: The square linen cloth which is placed on the center of the altar. The chalice and paten are placed upon the corporal during the Consecration.

PATEN: Flat metal plate used for placing the large host on. Goes on top of the chalice.

PALL: A stiff square of linen which is used to cover the chalice during the celebration of Mass.

Pitcher and Bowl and the Hand Towel

The pitcher is filled with water from the sink and used to wash Father's hands at the offertory.

If you are alone serving, always put the hand towel over your forearm and hold the pitcher in one hand and bowl in the other so Father can reach the hand towel.



For Sunday & Weekday Masses

Preparing at Home:

1. Hair: Be sure your hair is neat and clean.
Girls: please pull your hair back into a ponytail, headband or braid so it is off your face and can't catch fire when lighting candles!
Boys: Comb your hair, wet it down if you have bedhead!
2. Shoes: No FLIP FLOPS OR CROCS! On Sundays you should wear nice dress shoes. If you don't have dress shoes, wear your best tennis shoes. They should be clean and neat.
 During weekday Masses you may wear Tennis shoes, but only if they are neat and clean and don't look crazy underneath your alb! NO FLASHING LIGHT SHOES!
3. Clothing: Always look neat and clean! Remember you are showing respect for Our Lord in how you dress so please make your appearance show respect for Him! *You would wear special clothes for a wedding right?*
Boys wear dress or school uniform pants, khaki, black, navy, etc.
Girls should wear dress or school uniform pants or long skirt.
 Please do not wear shirts that have lettering that shows through the alb!
 Everyone in church can read what it says through your alb!



During *weekday* Masses school uniform shorts may be worn.

4. Be On Time!
 Please ask Mom and Dad, or whoever is bringing you, to make sure you are at church 15 minutes **before Mass begins!**



When You Arrive At Church

1. Enter the lower sacristy. Let Father know you are there to serve.
2. Find an alb of the right length for your height and the shoes you are wearing. You don't want it too long or too short. It should come to your ankles.
3. Once you have your alb on, begin moving the cups, chalice, etc from the counter in the upper Sacristy to the Credence table by the Altar.
4. Put the items where they are marked on the table. Remember to take the wine and the bread to the table for the Gift Bearers if this is a Saturday or Sunday Mass. Weekday Masses they go on the Credence table with everything else.
5. Always remember to **USE THE HALLWAY—DON'T WALK IN FRONT OF THE TABERNACLE.**
6. The Candles at the Altar and the Ambo are lit at FIVE Minutes to the time of Mass beginning. At the end of Mass use the snuffer to put out the flame. Never blow out the candles!
7. Shsshh!!! Talk quietly in the Sacristy. Your voice carries out to the congregation.

